

The Glen Cove Community Development Agency held a regularly scheduled board meeting on Tuesday, May 14, 2019 in the 2<sup>nd</sup> floor conference room, City Hall, Glen Cove, NY 11542. The meeting was called to order at 6:08 p.m. and the following members were present:

**CDA Board:**

Timothy Tenke, Chairman  
Anthony Jimenez  
Danielle Fugazy-Scagliola  
Gaitley Stevenson-Mathews  
Rev. Roger C. Williams  
Danielle Willis

**Also Present:**

A. Fangmann, Executive Director  
C. Byrne/Secretary  
A. LaMorte, CFO/Assistant Secretary

**Absent:**

Vincent Hartley, Vice Chairman

The Secretary reported that the notice of meeting was served in accordance with the CDA by-laws.

**MINUTES:**

Chairman Tenke made a motion to adopt the minutes of the CDA special meeting held March 20, 2019 and asked for a second. The motion was seconded by Danielle Fugazy-Scagliola. Motion carried as follows:

**CDA MEMBERS**

Timothy Tenke, Chairman  
Vincent Hartley, Vice Chairman  
Danielle Fugazy-Scagliola  
Anthony Jimenez  
Gaitley Stevenson-Mathews  
Rev. Roger C. Williams  
Danielle Willis

**VOTING**

AYE  
Absent  
AYE  
AYE  
AYE  
Abstain  
AYE

**EXECUTIVE DIRECTOR'S REPORT:**

The agency update report was distributed to the board members for discussion and Ms. LaMorte circulated the finance report for board review.

**UNFINISHED BUSINESS:**

Chairman Tenke welcomed Ann Fangmann to this evening's meeting who has been on maternity leave. He also announced that Lindsay Anderson resigned from his board appointment after serving on the CDA since 2008. Chairman Tenke acknowledged his many years of service to the City of Glen Cove. He welcomed Reverend Roger C. Williams to the CDA board who was appointed by City Council on April 9<sup>th</sup> to replace the seat vacated by Lindsay Anderson. The departure of Lindsay Anderson also left a vacant seat on the CDA Governance Committee and Chairman Tenke announced that it was his intention to ask Gaitley Stevenson-Mathews to serve on that committee.

**NEW BUSINESS:**

**Personnel Update:**

- The staff announced that the part-time housing specialist, Johnnah Jarrell, resigned to pursue a full-time position. The resume of Mariellen Adkins was distributed to the board for review. Ms. Adkins interviewed with Mr. Moore and Ms. Curcio and her references

were checked out and the staff would like board approval to hire Ms. Adkins at the rate of \$15.00 per hour for approximately 20 hours per week.

- Ms. Fangmann advised the board that her return date to the office will be June 11<sup>th</sup> and she discussed a flexible schedule with the Chairman of three days in the office and two days working remotely from home.

**Section 8 Management Assessment Program (SEMAP) FYE 3/31/18:**

- Following the annual HUD audit of the administration of the Section 8 program, the agency received a low score in the “Lease Up” indicator No. 13. This is an ongoing problem in Glen Cove that out of the 340 vouchers made available to Glen Cove, only 274 (80%) are in use and this is due to the lack of inventory of apartments in Glen Cove that are rented to Section 8 program participants. Mr. Moore has initiated public service announcements during City Council and Inter-Agency Council meetings, and we have issued press releases asking landlords to contact us if they have available apartments, but we are still not able to utilize all the vouchers in Glen Cove and the surrounding area. Many of our voucher holders are forced to port-out to other counties and states with their voucher.

**RESOLUTIONS:**

Chairman Tenke made a motion to adopt resolution 7a and asked for a second.

**7a) Resolution of the Glen Cove CDA to appoint Gaitley Stevenson-Mathews to the CDA Governance Committee through December 31, 2019.**

The motion was seconded by Tony Jimenez. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Timothy Tenke, Chairman	AYE
Vincent Hartley, Vice Chairman	Absent
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Rev. Roger C. Williams	AYE
Danielle Willis	AYE

Chairman Tenke made a motion to adopt resolution 7b and asked for a second.

**7b) Resolution of the Glen Cove CDA to hire Mariellen Adkins as part-time housing specialist for Glen Cove Section 8 Housing Choice Voucher Program at the hourly rate of \$15.00 per hour, effective May 20, 2019.**

The motion was seconded by Gaitley Stevenson-Mathews. Motion carried as follows:

<b><u>CDA MEMBERS</u></b>	<b><u>VOTING</u></b>
Timothy Tenke, Chairman	AYE
Vincent Hartley, Vice Chairman	Absent
Danielle Fugazy-Scagliola	AYE
Anthony Jimenez	AYE
Gaitley Stevenson-Mathews	AYE
Rev. Roger C. Williams	AYE
Danielle Willis	AYE

As there was no further business to come before the board, the Chairman made a motion to adjourn the meeting. The motion was duly seconded by Tony Jimenez. Motion carried, and the meeting was adjourned at 6:35 p.m.

Respectfully Submitted,

Camille Byrne, Secretary-CDA

DRAFT